

Phoenix Program
Process Definition – LABOR DISTRIBUTION

Process	<i>Batch process to populate work table</i>
Process Number	<i>LD – 001</i>

Description of Process

This process moves payroll data from the pay initial table to the work tables. Earnings and deduction codes are summarized and a control totals report is produced to aid the user in balancing. Chartfields values are edited and errors as well as reversals are listed on a report to assist the user in the correction process.

Input to Process

Payroll data received from the HRMS module.

Output of Process

Labor Distribution Control Totals Report
Labor Distribution Messages Report

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
	None

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Business Process Description

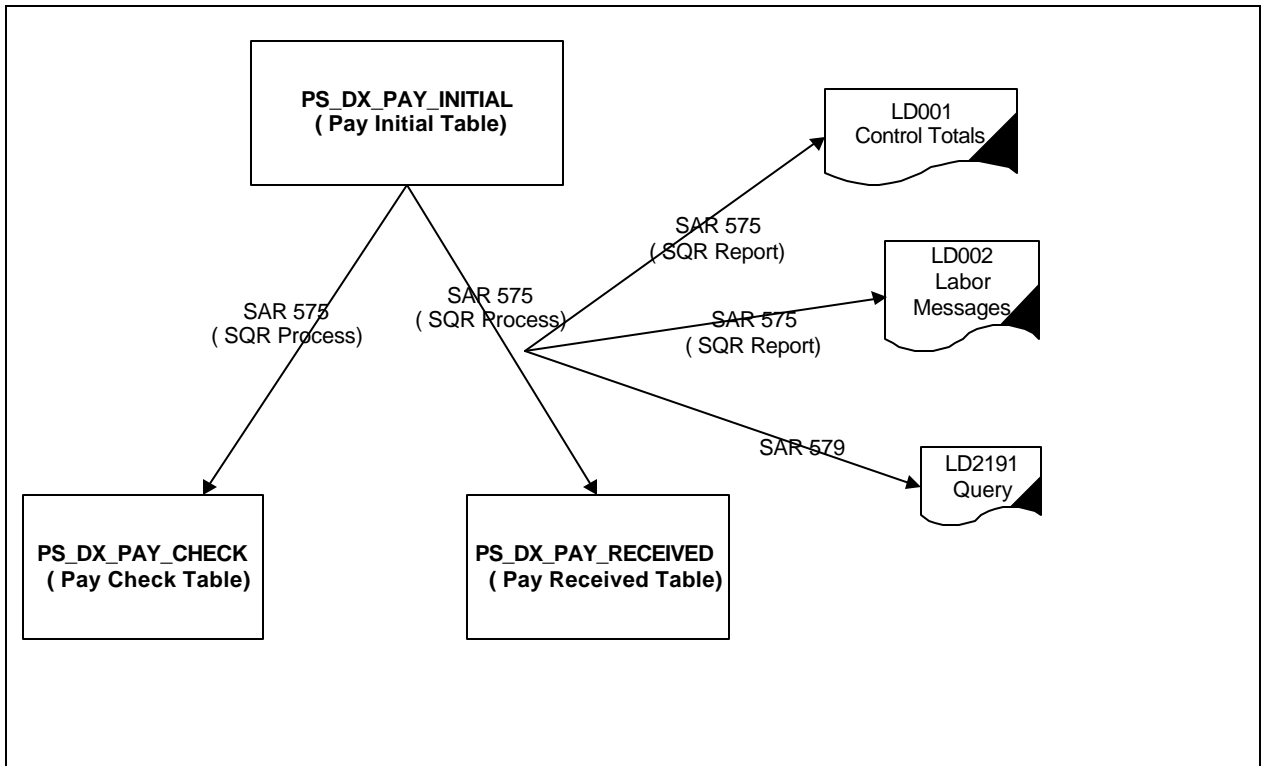
Process Description	Responsibility (Agency/Centralized)
<u>Step1:</u> Move payroll data from the pay initial work table to the Labor Distribution work tables.	Centralized
<u>Step2:</u> Edit chartfield values.	Centralized
<u>Step3:</u> Identify Reversal Records	Centralized
<u>Step 4:</u> Summarize earnings and deduction codes and produce Control Totals Report.	Centralized
<u>Step 5:</u> Produce Labor Distribution Messages Report .	Centralized
<u>Step 6:</u> Delete data from the pay initial work table.	Centralized

Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):



Process Signoff

Tested By
Date Tested